

RESUMIX

Presented by
Rock Island Arsenal CPAC



CPOL HOMEPAGE

Civilian Personnel On-Line - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://acpol.army.mil/employment/> Go

If you're ready for a challenge –
If you want to believe in your work and truly make an impact –
Explore what we offer.

Employment

Many Jobs – Many Opportunities

Experience an exciting job.
Apply your skills to real-world situations.
Face new challenges and achieve your career goals.

We hire motivated individuals in many different fields, all over the world. Everyday.

Challenge Yourself – Be an Army Civilian – Go Army!

When applying for Army vacancy announcements viewed on a website other than Army's Civilian Personnel Online or the Office of Personnel Management's USAJobs, we strongly advise that you first review those announcements on one of these two official sites to ensure that there have been no changes/updates to the announcement prior to applying. We are not responsible for information listed on sites other than the sites named above.

- Home
- About Us
- Working for Army
- Benefits
- Student Opportunities
- NAF Job Opportunities
- Projected Opportunities
- How to Apply
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- Search for Jobs
- Build a Resume / View Status
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System Info

What's New

Internet



RESUME BUILDER

Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/index.jsp> Go Links



The Army Civilian Resume Builder & ANSWER

ATTENTION APPLICANTS: On 26 Jan 2005 we deployed a new Army Civilian Resume Builder & ANSWER tool. Users who previously had an account with Resume Builder or ANSWER should [click here](#) for information on how to retrieve your resume.

Welcome to The Army Civilian Resume Builder and ANSWER

The Resume Builder is designed to assist users in entering their resume into the Army's Centralized Resumix System. Users can enter their resume as well as provide supplemental data to indicate their qualifications and preferences. Once a resume is entered using this system, the record is integrated with the other staffing tools used by the Army to recruit and place applicants.

The Applicant Notification System Web-Enabled Response (ANSWER) tool is designed to allow users to check the status of their Resume, track their application history, view Self-Nomination history and view their current Resume and Supplemental Data listed in the Central Resumix Database. Users can toggle between the Resume Builder and ANSWER.

[PRIVACY ACT AND PUBLIC BURDEN STATEMENT](#)

New Users >>



- ▶ Register a new account
- ▶ Create Your Resume
- ▶ Submit Your Resume

Register

Registered Users >>



- ▶ View Existing Resume
- ▶ Edit Existing Resume
- ▶ Submit Your Resume

Login

Done

Start Sent Items - Microsoft Ou... CPOL Portal - Microsoft In... Microsoft PowerPoint - [R... Resume Builder - Micr...

Internet 5:58 AM

➤ New User Login Screen

Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/Logon> Go Links

PRIVACY ACT AND PUBLIC BURDEN STATEMENT

All fields denoted by a (*) are required

Password can be changed at any time, simply retype password and confirm password.

* Password * Confirm Password

* SSN * Confirm SSN Numbers only (no dashes)

➤ Contact Information

** Note: The contact information provided below will appear on your Resume.

* First Name Middle * Last

* Address Line 1

Address Line 2

* City * State

* Country * Zip Code

E-mail Address

* Telephone	Country Code	Area Code	Phone Number	Extension
Home				
Work				
DSN				

Note: at least one phone number is required

Done Internet

Start Sent Items - Microsoft Out... CPOL Portal - Microsoft In... Microsoft PowerPoint - [R... Resume Builder - Micr... 6:00 AM

➤ Resume Builder

Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/Login> Go Links

Help Logout

 (New Users:) Please fill out the following form to register.

(Returning users:) Please review and update your Registration Information below

[PRIVACY ACT AND PUBLIC BURDEN STATEMENT](#)

All fields denoted by a (*) are required

Password can be changed at any time, simply retype password and confirm password.

* Password * Confirm Password

* SSN * Confirm SSN Numbers only (no dashes)

>> Contact Information

**** Note:** The contact information provided below will appear on your Resume.

* First Name Middle * Last

* Address Line 1

Address Line 2

* City * State

Done

Start Sent Items - Microsoft Ou... CPOL Portal - Microsoft In... Resume Builder - Microsof... Resume Builder - Micr... Internet

6:49 AM

➤ Personal Information

Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/Logon> Go Links >>

Password can be changed at any time, simply retype password and confirm password.

* Password * Confirm Password

* SSN * Confirm SSN Numbers only (no dashes)

➤ **Contact Information**

** Note: The contact information provided below will appear on your Resume.

* First Name Middle * Last

* Address Line 1

Address Line 2

* City * State

* Country * Zip Code

E-mail Address

* Telephone	Country Code	Area Code	Phone Number	Extension
Home		309	786-1268	
Work		309	786-1268	
DSN				

Note: at least one phone number is required

Next >>

Done

Start | Sent Items - Microsoft Ou... | CPOL Portal - Microsoft In... | Microsoft PowerPoint - [R... | Resume Builder - Micr... | Internet

6:04 AM

➤ Create A Resume

Resume Builder 2.0 - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume> Go Links >>

**The Army Civilian
Resume Builder
& ANSWER**

Logout

Your registration information has been updated. Select from your options below.

**Create / Edit Resume**

**Create / Edit Supplemental Data**

**RESUME Submit Resume & Supplemental Data**

ANSWER

- ▶ View your Resume Status
- ▶ View Status Tracking History
- ▶ View Self Nominate History
- ▶ View Resume & Supplemental Data in the Central Resumix Database

[Go to Answer >>](#)

 **Resume Builder Instructions**

Done

Start | Sent Items - Microsoft Ou... | CPOL Portal - Microsoft In... | Microsoft PowerPoint - [R... | Resume Builder 2.0 - ... | Internet

6:06 AM

➤ Employment History

Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume> Go Links

Help Logout

[Edit Supplemental Data](#) 

Build your resume

Enter your resume information in each block. Use the worksheet provided to assist in entering data in the preferred format. If you do not use the worksheet provided for the Work Experience block, you must at a minimum provide the from and to dates for each work experience and the average number of hours worked per week. If you use the worksheet, data will be added to the top of its block field. Each block can be directly edited/formatted at any time. The display seen here will be as it appears on the final document. Access the online help for sample resumes of various positions.

All blocks require an entry. If not applicable, please type "none". **Do Not Enter Classified Information**

 **Work Experience**

 [Click here for worksheet](#)

Character Count: 0
Maximum: 12,000 characters

Done

Start | Sent Items - Microsoft Ou... | CPOL Portal - Microsoft In... | Microsoft PowerPoint - [R... | Resume Builder - Micr... | Internet 6:08 AM

➤ Education, Additional Info

Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume> Go Links

**>> Education**Click [here](#) for worksheet

Character Count: 0
Maximum: 2000 characters

**>> Additional Information**
(training, licenses, certifications, awards, etc.)Click [here](#) for worksheet

Character Count: 0
Maximum: 6000 characters

Preview My Resume

Done

Start Sent Items - Microsoft Out... CPOL Portal - Microsoft In... Microsoft PowerPoint - [R... Resume Builder - Mic... Internet

6:10 AM

➤ Create Supplemental Data

Resume Builder 2.0 - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume> Go Links >>

Logout

Your registration information has been updated. Select from your options below.

**Create / Edit Resume**

**Create / Edit Supplemental Data**

**Submit Resume & Supplemental Data**

ANSWER

- ▶ View your Resume Status
- ▶ View Status Tracking History
- ▶ View Self Nominate History
- ▶ View Resume & Supplemental Data in the Central Resumix Database

[Go to Answer >>](#)

 **Resume Builder Instructions**

Start | Sent Items - Micro... | CPOL Portal - Micr... | Microsoft PowerPoi... | Resume Builder ... | Internet | 6:13 AM

➤ Supplemental Data

Resume Builder - Preliminary Questions for Supplemental Data - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume> Go Links



The Army Civilian Resume Builder

[Help](#) [Logout](#)

Your work is **saved as a draft** in your working area, however it has **not been submitted** to the Army Centralized Resumix system. Submission is made when all required sections are complete.

Please complete the following short supplemental questions to complete and submit your resume. Part of the Staffing Process includes collecting some supplemental data to indicate your qualifications and preferences. This information is required in order to properly pull your resume for consideration.

Note: If you answer "Yes" to any of the questions below, you will be required to complete all the required fields in the related Supplemental Sections.

PRELIMINARY QUESTIONS (Preliminary questions are required.)

1) Do you currently and/or previously work as a Permanent Federal Civilian Employee? ☐ Yes ☐ No

2) Have you ever served in the United States military or are you eligible for veterans preference? ☐ Yes ☐ No

3) Are you interested in applying for a position overseas? ☐ Yes ☐ No

[Continue](#) [Cancel and Submit Later](#)

Done

Start Sent Items - Micro... CPOL Portal - Micr... Microsoft PowerPoi... Resume Builder ...

Internet 6:15 AM

➤ Supplemental Data

Resume Builder - Supplemental Data Menu - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental> Go Links >>



**The Army Civilian
Resume Builder**

[Help](#) [Logout](#)

Supplemental Data

Your answers indicate that you have the following sections to complete in order to complete your RESUME.

Supplemental Data



- [Personal Data](#) ←
- [Employment Preferences](#)
- [Federal Employee](#)

javascript:getWorkSheet('personal_info');

Start Sent Items - Micro... CPOL Portal - Mic... Microsoft PowerPo... Resume Builder ... Internet 6:17 AM

➤ Supplemental Data(cont)

Resume Builder - Supplemental Data: Personal Information - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental> Go Links

Help Logout

[Edit Resume Now!](#) 

Supplemental Data

 You must complete at least the required fields (denoted by a *) plus any additional fields that apply to your situation. The answers provided will be used in search queries and evaluations of requirements and qualifications. Click on the Next button to navigate to the next section.

➤ **PERSONAL DATA**

* Citizenship

* Date of Birth

Gender - OPTIONAL

Race / Origin - OPTIONAL

* Education Level (Click in Box to Display Options)

➤ **BASIC ADMINISTRATIVE SKILLS**

Typing - Words per Minute

Dictation - Words per Minute

Next

➤ Employment Pref

➤ Federal Employee

Done

Start Sent Items - Micro... CPOL Portal - Mic... Microsoft PowerPoi... Resume Builder ...

Internet 6:19 AM

➤ Employment Preferences

Resume Builder - Supplemental Data: Employment Preferences - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental> Go Links >>

➤ EMPLOYMENT PREFERENCES

* Work Schedule:

- ☐ Full-Time
- ☐ Intermittent
- ☐ Part-Time
- ☐ Shift Work

* Employment Type:

- ☐ Competitive Detail
- ☐ Permanent
- ☐ Temporary, 1-6 months
- ☐ Temporary, 7-12 months
- ☐ Term, 1-4 years
- ☐ Temp promotion up to 5 yrs

* Employment Categories:- Please select all that apply to you. For definitions, click on the on-line help button at the top of this page. You must select at least one.

- ☐ Army Civilian eligible
- ☐ 30 percent Disabled Veteran
- ☐ VRA eligible [VRA Wizard](#)
- ☐ VEOA eligible
- ☐ EO 12721 eligible
- ☐ Defense Contracting Management Agency (DCMA) civilian eligible
- ☐ Transfer Eligible
- ☐ Reinstatement eligible
- ☐ ICTAP eligible
- ☐ Person with Disabilities eligible
- ☐ DCIPS/CIPMS Interchange eligible
- ☐ NAF Interchange eligible
- ☐ Outstanding Scholar eligible
- ☐ Non Status Eligible, including overseas limited and temporary employee

➤ Personal Data

➤ Federal Employee

Done

Start Sent Items - Micro... CPOL Portal - Mic... Microsoft PowerPoi... Resume Builder ...

Internet 6:22 AM

➤ Current Federal Information

Resume Builder - Supplemental Data: Federal Supplemental Employee Data - Microsoft Internet Explorer provided by Rock Island Ars

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental> Go Links

Supplemental Data

 You must complete at least the required fields (denoted by a *) plus any additional fields that apply to your situation. The answers provided will be used in search queries and evaluations of requirements and qualifications. Click on the Next button to navigate to the next section.

➤ **CURRENT PERMANENT FEDERAL CIVILIAN EMPLOYEE INFORMATION**

* Currently a permanent federal employee? ☐ Yes ☐ No

➤ **ALL (current and previous) PERMANENT FEDERAL CIVILIAN EMPLOYEE INFORMATION**

* Currently on Leave without Pay? ☐ Yes ☐ No Expiration Date:

Highest Grade Held and Pay Plan:

* Pay Plan * Grade

* Start Date End Date

If present, leave blank

Last Performance Appraisal

Fully Satisfactory or Better? ☐ Yes ☐ No

Date of Performance Appraisal

➤ **FEDERAL CIVIL SERVICE RETIREE INFORMATION**

* Are you a Federal Civil Service Retiree? ☐ Yes ☐ No

If Yes, date of retirement:

If Yes, did you accept VSIP? ☐ Yes ☐ No

Next

Personal Data
Employment Pref

Done

Start Sent Items - Micro... CPOL Portal - Mic... Microsoft PowerPoi... Resume Builder ...

Internet 6:24 AM

➤ Save Supplemental Data

Resume Builder - Supplemental Data: Preview Supplemental Data - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental> Go Links >>

Birth Date	09/01/1976
Gender	M
Race/National Origin	White, Not of Hispanic origin
Education Level	3

BASIC ADMINISTRATION SKILLS

Typing	words per minute
Dictation	words per minute

EMPLOYMENT PREFERENCES

Work Schedule	Full-Time
Employment Type	Permanent
Employment Category	Army Civilian eligible

ALL (current and previous) PERMANENT FEDERAL CIVILIAN EMPLOYEE INFORMATION *

Currently a permanent federal employee of the Dept. of the Army Yes

Currently on Leave without Pay No

Highest Grade Held:

Pay Plan	WG
Grade	5
Months Held	
Start Date	01/01/2002
End Date	

Last Appraisal

Fully Satisfactory or Better	Yes
Date	01/01/2003

Edit Supplemental Data **Save Supplemental Data**

Done Internet

Start Sent Items - Micro... CPOL Portal - Mic... Microsoft PowerPoi... Resume Builder ... 6:27 AM

➤ Submitting Resume

Resume Builder 2.0 - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental> Go Links >>

Logout

Select from your options below.

[Create / Edit Resume](#)

[Create / Edit Supplemental Data](#)

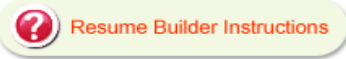
[Submit Resume & Supplemental Data](#)

ANSWER

- ▶ View your Resume Status
- ▶ View Status Tracking History
- ▶ View Self Nominate History
- ▶ View Resume & Supplemental Data in the Central Resumix Database

[Go to Answer >>](#)





Done

Start Sent Items - Micro... CPOL Portal - Micr... Microsoft PowerPoi... Resume Builder ...

Internet 6:30 AM



Submitting Your Resume

Resume Builder - Save Supplemental Data - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume> Go Links



The Army Civilian Resume Builder

[Help](#) [Logout](#)

Sections are complete. Please submit to finish.

APPLICANT CERTIFICATION:

I certify that, to the best of my knowledge and belief, all of the information on and attached to this Resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this Resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I understand submitted information **must not contain classified information.**

By submitting this Resume you acknowledge your concurrence to the preceding statement.

Submit Resume & Supplemental Data



Submit

Email Resume to the following:

[Add Another Recipient](#)

Done

Start Sent Items - Micro... CPOL Portal - Mic... Microsoft PowerPoi... Resume Builder ...

Internet 6:36 AM



Resume Confirmation

Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental> Go Links >>



**The Army Civilian
Resume Builder
& ANSWER**

Submit Resume and Supplemental Data Confirmation Page

Your Resume and Supplemental Data
have been Submitted!

On average, changes and submissions are updated within 20
minutes. During some periods, the changes may take up to 24
hours.

To view your status in Answer:
Return to the Main Menu.

Done

Start | Sent Items - Micro... | CPOL Portal - Micr... | Microsoft PowerPoi... | Resume Builder ...

Internet 6:39 AM

➤ Army Vacancy

Civilian Personnel On-Line - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <http://acpol.army.mil/employment/> Go



U.S. ARMY CIVILIAN PERSONNEL ON-LINE

If you're ready for a challenge –
If you want to believe in your work and truly make an impact –
Explore what we offer.

Employment

Many Jobs – Many Opportunities

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[About Us](#)
[Working for Army](#)
[Benefits](#)
[Student Opportunities](#)
[NAF Job Opportunities](#)
[Projected Opportunities](#)
[How to Apply](#)
[FAQ's](#)
[Useful Links](#)
[Site Map](#)
[Search for Jobs](#)
[Build a Resume / View Status](#)
[Global War on Terrorism](#)

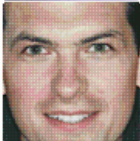
Experience an exciting job.
Apply your skills to real-world situations.
Face new challenges and achieve your career goals.

We hire motivated individuals in many different fields, all over the world. Everyday.

Challenge Yourself – Be an Army Civilian – Go Army!

[System Info](#)[What's New](#)

When applying for Army vacancy announcements viewed on a website other than Army's Civilian Personnel Online or the Office of Personnel Management's USAJobs, we strongly advise that you first review those announcements on one of these two official sites to ensure that there have been no changes/updates to the announcement prior to applying. We are not responsible for information listed on sites other than the sites named above.



Internet

➤ Sample Vacancy Announcement

Vacancy Announcement Board - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolwapp.belvoir.army.mil/public/vabSelfNom/> Go Links



Vacancy Announcement Board

Search and Self-Nominate for Army Job Announcements

Positions are currently available in Iraq and Afghanistan. Click on the SOFIA link below



Please select the search criteria for job opportunities with the Army. When you are satisfied with the search areas selected scroll down and click on the search now button.

Search - Multiple criteria

Search Criteria

Keyword (Position Title only)

Special Programs:

None

General Occupations:

- Administration / Program Management
- Arts and Recreation
- Biological Sciences
- Housing / Business / Industry
- Education and Training
- Engineering and Architecture
- Environment / Equipment / Facilities
- Finance and Accounting
- General Clerical and Office Services
- Medical, Health Science and Public Health

Grade:

- All Grades
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Done

Start Deleted Items - Microsoft ... Microsoft PowerPoint - [R... Vacancy Announceme...

Internet 2:40 PM

➤ Select State

Vacancy Announcement Board - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolwapp.belvoir.army.mil/public/vabSelfNom/> Go Links »

Medical, Health Science and Public Health 9

State:

- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas

Country:

- Afghanistan
- American Samoa
- Argentina
- Austria
- Bahamas
- Bahrain
- Belgium
- Belize
- Benin
- Bolivia

Hint: (hold cntrl to make multiple selections)

Occupation Series: (Format 0801,0810,0819 No Alpha Characters)

☐ I have never worked for the Federal government. Search only the announcements available to me as indicated above.

Get Results »

Search - Announcement

Announcement # **Get Announcement »**

Done Internet

Start Deleted Items - Microsoft ... Microsoft PowerPoint - [R... Vacancy Announceme...

2:41 PM

➤ Select Announcement

Vacancy Announcement Board - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolwapp.belvoir.army.mil/public/vabSelfNom/getresults.vab> Go Links

				Intelligence Division, Rock Island, IL	
NCBG04123103	Information Technology Specialist (INET)(2210)	7	7	HQ US Mil Entrance Proc Cmd; Information Technology Dir; Software Development Div, North Chicago, IL	2004-09-17
NCBG04143214	Supervisory Human Resources Officer(0201)	14	14	US Army Field Support Cmd, G1/Asst. Chief of Staff Hum Res Mgmt, Civilian Personnel Div, Rock Island, IL	2004-09-19
NCBG04131878	Health Technician(0640)	4	4	Military Entrance Processing Station Chicago; Operations Group; Operations Processing; Des Plaines, IL	2004-09-16
NCBG04131878D	Health Technician(0640)	4	4	Military Entrance Processing Station Chicago; Operations Group; Operations Processing; Des Plaines, IL	2004-09-16
NCBG04132000	Secretary (Office Automation)(0318)	5	5	Mil Entrance Processing Sta. Chicago; Operations Group; Operations Processing; Des Plaines IL 60018	2004-09-19
NCBG04132000D	Secretary (Office Automation)(0318)	5	5	Mil Entrance Processing Sta. Chicago; Operations Group; Operations Processing; Des Plaines IL 60018	2004-09-19
NCBG04146732	General Engineer(0801)	12	12	G3/Deputy for Operations, Quality Engineering Div., Rock Island, IL	2004-09-19
NCDE04119621D	Heavy Mobile Equipment Repairer(5803)	8	8	89TH RRC, AMSA 159, GRANITE CITY IL / THIS POSITION REQUIRES ARMY RESERVE MEMBERSHIP	2004-09-20
NCBG04138356	Program Analyst(0343)	7	9	U.S. Army Field Support Command; Small Business Office; Rock Island, IL	2004-09-19
NCDE04134176	STAFF OPERATIONS AND TRAINING SPECIALIST (0301)	9	10	USACAPOC, S-3 SECTION, JOLIET, IL/ THIS POSITION REQUIRES ARMY RESERVE MEMBERSHIP	2004-09-19

[\[Search Again \]](#)

Done Internet

Start Deleted Items - Microsoft ... Microsoft PowerPoint - [R... Vacancy Announceme...

2:42 PM

➤ Vacancy Announcement

Vacancy Announcement Board - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpolwapp.belvoir.army.mil/public/vabSelfNom/getresults.vab> Go Links

 **Vacancy Announcement Board**
Search and Self-Nominate for Army Job Announcements

[Job Announcement Details](#)

Job Announcement

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NCDE04119621D

Opening Date: September 07, 2004 **Closing Date:** September 20, 2004

Position: Heavy Mobile Equipment Repairer, WG-5803-8/08
Salary: 19.17 - 22.40 Hourly
Place of Work: 89TH RRC, AMSA 159, GRANITE CITY IL / THIS POSITION REQUIRES ARMY RESERVE MEMBERSHIP
Position Status: Temporary Position Not to Exceed. 1 YEAR -- Full Time
Number of Vacancy: 1

Click on links for more information

Duties: Performs repairs on a variety of automotive, heavy mobile and powered support equipment such as bulldozers, road graders, tractors, tanks, cranes, jeeps, trucks, forklifts, air conditioners, generators, air compressors, etc. Completes repairs as indicated on work orders and tests to assure no further complications. Locates worn, dirty or poorly adjusted parts and makes necessary repairs such as cleaning carburetors and distributors; makes idling adjustments; replaces and sets points and plugs; replaces wheel cylinders, mufflers, brakeshoes, generators, voltage regulators, starters, fuses, lights, cables and other comparable items; removes, cleans and replaces fuel tanks and radiators; adjusts tappets, and the like. Removes and replaces power packs, final drives, road wheel arms and hub assemblies. Performs a variety of less complex maintenance functions as required such as replacing fluids, changing the oil and oil filters, lubricating, and repairing tires.

Who May Apply:

- FOR LINKS: CLICK UNDERLINED TITLES If you have questions building your resume in Army's Resume Builder, sending your resume or assessing ANSWER, etc, please email applicanthelp@cpsnxtp.belvoir.army.mil. Other questions may be directed to Diann Lanum 309.782.6255.

Done Internet

Start Deleted Items - Microsoft ... Microsoft PowerPoint - [R... Vacancy Announceme...

2:43 PM

➤ Be Sure to Self Nominate

Vacancy Announcement Board - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://cpolwapp.belvoir.army.mil/public/vabSelfNom/getresultsvab> Go Links

Retired Reserve who are now members of the Ready Reserve are eligible and must meet the specific condition of employment. Click here for organization information: <http://www4.army.mil/USAR/home/index.php>

- Ability to do the work of the position under normal supervision.
- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

Other Information:

- This position is a temporary position and may be extended in one year increments up to a maximum of two years.
- Permanent Change of Station (PCS) expenses are not authorized.

Other Requirements:

- Personnel security investigation required.
- A medical examination is required.
- This position is subject to the Lautenberg Amendment/Domestic Violence Misdemeanor Amendment to the Gun Control Act of 1968.
- Must comply with Drug Abuse Testing Program requirements.
- You will be required to provide proof of U.S. Citizenship.
- License/Certification: CDL WITHIN 120 DAYS OF APPOINTMENT
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- If selected, must be an active member of the US Army Reserve.

How to Apply: (Click on How to Apply)

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Central Processing Ctr, CRPC, 410-306-0137, applicanthelp@cpsnxtp.belvoir.army.mil

THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

Start Deleted Items - Microsoft ... Microsoft PowerPoint - [R... Vacancy Announceme...

Internet 2:44 PM

➤ Self-Nominate Screen

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File Edit View Favorites Tools Help

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Address <https://cpolwapp.belvoir.army.mil/public/vabSelfNom/VAB-selfNom.jsp?id=selfNom&annouNum=NCDE04119621D&position=Heavy%20Mobile%20Equipment%20Repairer,%20> Go Links »



Vacancy Announcement Board

Search and Self-Nominate for Army Job Announcements

[Self-Nomination Form](#)

Self Nomination Form:

Do not enter special characters such as a single quote within any of the fields below.

Self-Nominate Form

Contact Information

First Name				
Middle				
Last				
Telephone	Country Code	Area/City Code	Number	
Home		-		ext
Work		-		ext
DSN				ext
Example	Country Code	Area/City Code	Number	
Home		- 301	- 857-2345	ext 15
Work	49	- 6221	- 57-2314	ext 24
DSN		314	- 375-1235	ext

Done

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➤ Submit Self-Nomination

Vacancy Announcement Board - Microsoft Internet Explorer provided by Rock Island Arsenal

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Address <https://cpolwapp.belvoir.army.mil/public/vabSelfNom/VAB-selfNom.jsp?id=selfNom&annouNum=NCDE04119621D&position=Heavy%20Mobile%20Equipment%20Repairer,%20> Go Links

E-mail Address

SSN (Format: #####)

Confirm SSN

Announcement Information

Announcement Number: NCDE04119621D
Position Title: Heavy Mobile Equipment Repairer, WG-5803-8/08
Pay Plan: WG
Series: 5803
Grade(s): 8/08
Lowest Acceptable Grade:

Self Certification

By selecting yes, I certify that I have reviewed the vacancy announcement and hereby self-certify that I am eligible for the series and grade advertised.

I understand that this self-certification is subject to review and that a determination may be made by the Civilian Personnel Operations Center that I am eligible for the positions for which I have self-certified. Also, I understand that falsification of this document is grounds for dismissal in accordance with US Code, title 18, 1001. This statement is accurate to the best of my knowledge and belief and is made in good faith.

☐ Yes, I agree
☒ No, I do not agree

Done

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9:22 AM

➤ Accessing ANSWER

Civilian Personnel On-Line - Microsoft Internet Explorer provided by Rock Island Arsenal

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Address <http://acpol.army.mil/employment/> Go Links

Cpol CIVILIAN PERSONNEL ON-LINE

If you're ready for a challenge –
If you want to believe in your work and truly make an impact –
Explore what we offer.

Employment

Many Jobs – Many Opportunities

- Home
- About Us
- Working for Army
- Benefits
- Student Opportunities
- NAF Opportunities
- How to Apply
- FAQ's
- Site Map

BUILD A RESUME / VIEW RESUME STATUS

SEARCH FOR JOBS

Support the
GLOBAL WAR ON TERRORISM
Click to Explore Job Opportunities

Experience an exciting job!
Apply your skills to real-world situations.
Face new challenges and achieve your career goals.

We hire motivated individuals for challenging and rewarding careers in many different fields, all over the world. Everyday.

Challenge Yourself – Be an Army Civilian – Go Army!

*****IMPORTANT INFORMATION TO OUR APPLICANTS!******

On 26 January 2005 at 3:15PM EST the **NEW Resume Builder and ANSWER** tool was deployed. The new tool combines both the Resume Builder and the Answer application process. For more information about this new tool review the New Resume Builder & ANSWER Tool topic located in the FAQ's section of this site. Users who previously had an account with Resume Builder or ANSWER should [click here](#) for information on how to retrieve your resume.

<http://acpol.army.mil/employment/index.htm>

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7:12 AM

➤ ANSWER Log-In Screen

The screenshot shows a Microsoft Internet Explorer window titled "ANSWER - Microsoft Internet Explorer provided by Rock Island Arsenal". The address bar displays the URL: <https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp>. The page content includes a header with "ANSWER 1.0" and a date "Tuesday, September 03, 2002". A blue banner below the header contains the text "ANSWER Home". The main content area features a welcome message: "Welcome to **ANSWER!** From this page you may view the status of your resume, your referral preferences and status of the jobs for which you have applied. You may also view the resume and supplemental information currently on file in the Central Resumix database." Below this is a login form titled "Repeat user:". The form contains two input fields: "Userid:" and "Password:". A red arrow points to the "Password:" field. Below the input fields is a "Logon!" button. At the bottom of the form, there are links for "NEW user" (click here), "CPAC user" (click here), and "Contact us". The taskbar at the bottom shows the Start button, several open applications including "Activity Base...", "Inbox - Micro...", and "Microsoft Po...", and the system clock displaying "10:02 AM".

ANSWER - Microsoft Internet Explorer provided by Rock Island Arsenal

File Edit View Favorites Tools Help

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Address <https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp> Go Links »

ANSWER 1.0 Tuesday, September 03, 2002

▶ **ANSWER Home**

Welcome to **ANSWER!** From this page you may view the status of your resume, your referral preferences and status of the jobs for which you have applied. You may also view the resume and supplemental information currently on file in the Central Resumix database.

Repeat user:

Userid:

Password:

NEW user [click here](#) [Contact us](#)

CPAC user [click here](#)

Answer - Home

Start Activity Base... Inbox - Micro... Microsoft Po... ANSWER ...

Internet

10:02 AM

➤ ANSWER Status Screen

ANSWER 1.0 ANSWER [Online-Help](#) [LogOff](#)

[Answer Home](#) [Applicant Info](#) [Answer Mail](#)

[Resume Status](#) [Referral Preferences](#) [Jobs Applied](#) [View Resume](#) [View Supplemental Data](#) SPARBELK

General Information Karen Sparbel

Name:	Karen Sparbel
Date Resume Received:	7/21/2004
Status:	Active

Tab 2 - Home

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